

Lake Forest Glen Homeowners Association Board Meeting *MINUTES* Saturday, April 17, 2021
Virtual Zoom Meeting

Time	Agenda Item	Lead	Purpose
08:39	Meeting to order	Mark	Meeting called to order at 8:39am Attendees: <ul style="list-style-type: none"> Board Members: Alan N, Mark P, Jason K, Sari S, Kathy L, Jim C, Josette R, Jessica T, Doug O. Homeowners: Lari & Kelli (113), Paola & Chester (155), Ralph (98), Jim (47), Helen (29), Melissa (167), Karin (76), Barbara (105), Sanda & Michael (169), Cathryn (147), Stuart (193) Office: Alan M, Joslynn W.
08:40	Approval of minutes: 3/20/2021 Meeting Minutes (Pages 4-9)	All	Jim Motion to approve. Alan N seconded. Sari abstained; Rest of Board approved. <u>ACTION ITEM:</u> Final Minutes 3/20/2021 (Joslynn): Post minutes to lfghoa.com
08:41	Homeowner Hearing/Correspondence: <ul style="list-style-type: none"> Email #1 - Unit entry handrail for ADA safety Email #2 – Transparency 		<ul style="list-style-type: none"> Doug and Alan M to discuss and work w/homeowner. Reply <u>ACTION ITEM:</u> Email#1 (Alan M, Doug): Discuss and work w/homeowner. Email #2 (Joslynn): Reply to homeowner
08:47	Actions from last meeting: <ul style="list-style-type: none"> Final Minutes 2/20/2021 3/20/2021 Homeowner Emails Water Bill/Meter detail (Mark). Create/update/clarify “Electronic Consent or Opt-out form” (Board, Office, Legal). ADA Compliance – Law perspective (Alan M): Talk to Fong (lawyer) about potential lawsuits. Updating Governing docs (Alan M): Reach out to legal counsel, Richard Fong to see what he recommends regarding CCR’s and By-Laws to be updated per the new laws. What would it take to make changes and what would be the cost? Could addendums be added to current documents? Dumpster Sign (Joslynn, Alan M): Update Locked times to be highlighted/more visible. Install sign. Attached List of CCR & By-Law actions to address (Board): Find the Governing Docs on the website, so everyone is looking at the same ones. Send lists of needed updates/corrections for non-legal items to address in the governing documents (e.g. typos etc.) to office by April 8th. 	Alan M	Update status on actions: <ul style="list-style-type: none"> Corrected and posted to site, no further action. Responded. Posted to website. http://lfghoa.com/wp-content/uploads/2021/03/Water-Bills-and-Water-Meters-in-Lake-Forest-Glen.pdf Legal approved, sent by mail to all homeowners with stamped return envelope. To review response on next agenda To review response received on next agenda. Signs updated – installed on dumpsters. To review response received on next agenda.

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	<ul style="list-style-type: none"> • <u>Rules & Regs Committee</u> (Alan N): Committee to meet to review consistency of Rules & Regs with our governing docs. • What are other HOA's doing for STR's? (Alan N): To research local HOA's to see if they have policies in place for STR minimums. • Placer County STR Compliant hotline/Link (Joslynn): Add link to lfghoa.com under General Info > Emergency Info/Utilities/Local Info > Other Info at bottom of page. • Talk to Tech about website possibilities (Joslynn): to see if we could enable a <u>message board</u> or have a <u>private/public access</u> for certain information. • <u>Architectural Standards</u> (Doug, Alan M, Joslynn): Bullet the items in the "Application Approval Process" • Architectural Approval Process (Jim): Flow chart of approval process. • Addition Bike Storage (Alan M): Review cost and location 		<ul style="list-style-type: none"> • To review response on next agenda • The HOA's below stated that they did NOT have specific policies relating to STR's and that the units could be rented for any period of time. Chinquapin, Rocky Ridge Properties, St. Francis Lakeside Condo, Lake Village Homeowners Association, Dollar Point Association, Heritage Cove • Posted to website. http://lfghoa.com/wp-content/uploads/2021/03/STR-complaint-Info.pdf • We can create a message board and public/private access to WordPress. The cost would be for the hours needed to build it in which would depend on the size and scope of the project needs. No Further discussion. • Final Draft. Posted to Website. http://lfghoa.com/wp-content/uploads/2021/04/arch_standards_app_x_D_Final_04.09.2021.pdf • Jim to discuss. • Alan spoke w/Doug, Alan suggested making room for 13 ± more bikes in the existing container and not buy another container yet. No further action. <p><u>ACTION ITEM:</u> Legal Response to ADA Compliance (Joslynn): add to next Agenda. Legal Response to Updating Governing Docs (Joslynn): add to next Agenda. Rules & Regs Committee (Joslynn): Review of Governing Docs, for next Agenda Arch Approval Process (Jim): Flow chart of Application Approval Process</p>
9:00	<p>Old Business:</p> <ul style="list-style-type: none"> • <u>Research Superdeck's hybrid-oil stain:</u> Does the current latex paint have to be stripped? Have other HOA's in the area used it, what do they think, can we take a look? (• ADA Project Monthly Report (Alan M): Provide updates at next board meeting regarding Estimates/Plan • Feedback from Units in Sari's Lighting report (Alan M): Reach out to homeowners/units (listed in Sari's report) to 	Alan M	<ul style="list-style-type: none"> • Discussion, New paint will last longer, will not need to strip existing paint. Board agreed to use Superdeck's latex stain for current painting cycle • Reviewing project with a second contractor, this one out of Truckee. Sauna needs complete detail. Alan M stated completing the project paperwork, contract, permits may take all this summer. • Alan M. spoke to homeowners, all homeowners he spoke to were ok with lights.

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	see how they feel about the new light fixtures installed.		<p>Homeowner Cathryn advised; she is not happy with lights. Discussion on parking lot lights for phase 2. They are there for safety and security. Close phase 1. What would phase 2 look like?</p> <p><u>ACTION ITEM:</u> ADA info (Jim): Send to Alan M Review specific lights w/Homeowner (Alan M): Schedule meeting with Cathryn. Light phase 2 (Alan M): Begin to research options.</p>
	New Business:		
09:15	<p>Committee Reports: Committee Structure Questions Attached Governing Doc, Davis Stirling, Bluebook</p> <ol style="list-style-type: none"> 1. Number of people per committee and members attending committees. 2. Posting Committee meeting dates/times. 3. Website previously said “Any homeowner is welcome to join any committee. If you want to join a committee, please contact the committee chairperson, or contact the HOA office and they can forward your information to the Chairperson.” This was removed until we can clarify. <p>Landscape Committee: Summer Plan</p> <p>Admin Committee: GM Retirement</p>	<p>Joslynn/ Alan M</p> <p>Jim</p> <p>Mark</p>	<p>Homeowner Barbara discussed members on Arch committee.</p> <ol style="list-style-type: none"> 1. All Committees Chairs (with exception of Admin and Arch) can choose the number of committee members and can choose to open committee meetings to the HOA members. 2. Committee chairs can share meeting dates/times with the office if it is an open meeting. 3. Revised “<i>If you want to join a committee, please contact the committee chairperson, or contact the HOA office and they can forward your information to the chairperson.</i>” 4. Do all committee chairs need to provide meeting minutes/reports? Per Civil Code 5210 Committees with decision-making authority must also maintain minutes. LFG Committees do not have decision-making authority. They are authorized to make recommendations to the Board of Directors (with exception of Admin and Arch). https://www.davis-stirling.com/HOME/HOA-Meeting-Minutes <p>May add Zoom meetings to get more people. Summer plan is being reviewed by committee and actively getting feedback.</p> <p>Regarding Alan M’s retirement, Homeowner outreach to assist with replacement options. Homeowner Helen chatted “I am totally against hiring an independent HOA management company. In my experience these are less effective than having our own people.”</p>

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	<p>Architectural Committee: Deck review</p> <p>Vision Committee (Sari): Clarify purpose of committee. Does the committee have the same procedures as other committees?</p>	<p>Board</p> <p>Sari</p>	<p>There is concern about the deck having a ledger as they have not all been done correctly. Kathy Motions to approve with Alan M reviewing ledger with contractor. Alan is also to perform onsite inspections during the build. Jim seconded. Unanimously approved.</p> <p>Committee is to review:</p> <ul style="list-style-type: none"> • Future challenges and opportunities – Trends and community needs • Current member profiles – what is member doing with properties. Are they STR or LTR? • Values – History of LFG, what has worked/not worked in the past. <p>Sari stated that the Committee does not have any recommendations/conclusions for the Board. How does this get to a point of action? The Board is happy to facilitate communication to <u>all</u> members.</p> <p><u>ACTION ITEM:</u></p> <p>Vision Committee (Joslynn, Sari): Sari to provide zoom link so Joslynn can post to website.</p> <p>Admin Committee (Mark): GM replacement, monthly update</p> <p>Letter to homeowners (Mark, Joslynn): Request for volunteers to assist in research and recommendations for GM replacement.</p> <p>Deck approval (Joslynn, Alan M): Reply to homeowner with approve w/Alan M to review ledger install.</p>
<p>10:05</p>	<p>Financials:</p> <ul style="list-style-type: none"> • February Financials • February Aging Report [emailed to board for privacy] 	<p>Jason</p>	<p>Discussion on:</p> <ul style="list-style-type: none"> • Reserve Account Funds: HOA funds are legally limited to FDIC-insured investments, i.e. bank savings accounts or certificates of deposit, to ensure preservation of capital. LFG HOA’s reserve account funds are in FDIC-insured certificates of deposit, which are currently earning minimal interest, but slightly better interest than bank savings accounts. • Snow Removal Costs: The HOA is currently running under budget on snow removal costs due to light Spring 2021 snowfall. The budget is on a calendar year, so the snow removal line item applies to both Spring and Winter 2021. While the HOA is under budget on this line item as of now, snow removal costs later in the year are TBD. • Admin/Management Staff Costs: A question was raised regarding visibility to HOA staff and admin costs. These costs are reported in the monthly HOA financial statements. The

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			<p>financial statements are shared monthly with homeowners via the HOA website. An annual review of HOA financials and projections is provided each October at the annual homeowners meeting. Manager and seasonal salaries are attributed to the areas of landscape, pool & tennis, repairs & maintenance and administration to provide a more accurate representation of both people and other costs required in each category.</p> <ul style="list-style-type: none"> Incremental Costs for General Manager Transition & Overlap: A question was raised as to whether the HOA had specifically budgeted for the incremental cost of having a transition period and overlap in outgoing and incoming management later in the year. The current budget does not reflect incremental transition costs as the HOA was not aware of this need until after the budget was finalized. The board acknowledges the potential need for budget trade-offs to accommodate any incremental management transition costs and will work to do this as cost-effectively as possible.
10:21	<p>Open session:</p> <ul style="list-style-type: none"> Board future topics/non-agenda items Member comments 	Mark	<ul style="list-style-type: none"> BOD Code of Ethics – Mostly from Davis Stirling and then edited to fit LFG Homeowner Cathryn – Concern about paint colors and looking to updated look – Proposal to look into with a recommendation for a local designer. Colors are limited to earth tones per TRPA. How we use the colors is important. To do this we would want to get multiple designers to bid. – Alan M stated the current paint cycle is coming up and paint needs to be ordered within the next 2 weeks and we have a contract to move forward with. <p><u>ACTION ITEM:</u> BOD Code of Ethics (Board): Review and send any feedback to Office/Mark. Paint Design/Color (Board): HOA management sought clarification from the Board after the meeting on whether to proceed with the work-in-progress as planned or delay for further discussion.</p>
10:45	<p>Executive Session (if needed)</p> <ul style="list-style-type: none"> 	Mark	<ul style="list-style-type: none"> Resolution of a recent legal action Next steps for adopting Board Code of Ethics
10:58	Meeting adjourn	Mark	Mark motioned to adjourn meeting, Seconded by Jim. Approved unanimously. Meeting adjourned at 10:58am.

Lake Forest Glen Homeowners Association Board Meeting *AGENDA* Saturday, April 17, 2021
Attachment 15 – February Financials (5 Pages)

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

BALANCE SHEET
February 28, 2021

See Independent Accountants' Compilation Report

ASSETS

	OPERATING FUND	REPLACEMENT FUND
ASSETS		
1040 Operating Checking Account	\$ 102,500	\$ -0-
1045 Deferred Compensation Account	203,755	-0-
1060 US Bank ACH Account	209,933	-0-
1090 Petty Cash Account	298	-0-
1280 El Dorado Savings	-0-	450,925
1290 Edward Jones	-0-	1,100,799
1320 Other Receivable	119	-0-
1410 Assessments Receivable	2,990	-0-
1415 Allowance for Bad Debt	-0-	-0-
1501 Prepaid Expenses	-0-	-0-
1505 Other Prepaid Expenses	817	-0-
1511 Prepaid Taxes	-0-	-0-
1475 Due From Operating	-0-	(253)
1502 Workers' Comp Deposit	-0-	-0-
1520 Property & Equipment	177,086	-0-
1530 Less: Accum. Depreciation	(160,865)	-0-
TOTAL ASSETS	<u>\$ 536,633</u>	<u>\$ 1,551,471</u>

LIABILITIES & FUND BALANCES

LIABILITIES		
3010 Accounts Payable	\$ 18,986	\$ -0-
3011 Accrued Accounts Payable	-0-	-0-
3015 Replacement Accounts Payables	-0-	-0-
2055 Deferred Charter Revenue	7,380	-0-
2035 Accrued Payroll Taxes & Workers' Comp	200,972	-0-
2040 Accrued Salaries & Wages	15,405	-0-
2041 Accrued Vacation	15,635	-0-
2045 Homeowners Dues Paid In Advance	19,234	-0-
2034 Escrow Deposits	-0-	-0-
2000 Income Taxes Payable - Federal	-0-	-0-
2001 Income Taxes Payable - Franchise	-0-	-0-
2120 Due To Replacement	(253)	-0-
TOTAL LIABILITIES	<u>277,359</u>	<u>-0-</u>
FUND BALANCES		
3100 Operating Fund Balance	261,204	-0-
3900 Replacement Fund Balance	-0-	1,531,757
Current Year Net Revenue (Expense)	(1,930)	19,714
TOTAL FUND BALANCES	<u>259,274</u>	<u>1,551,471</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$ 536,633</u>	<u>\$ 1,551,471</u>

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY

Lake Forest Glen Homeowners Association Board Meeting *AGENDA* Saturday, April 17, 2021

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

STATEMENT OF OPERATING FUND REVENUE & EXPENSES

For the Month Ended February 28, 2021

And Year-to-date Period January 1, 2020 to February 28, 2021

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REVENUE					
5010 Dues Assessments	\$ 86,580	\$ 173,160	\$ 1,038,960	17%	\$ 865,800
5011 Less: Dues Allocated to Replacement Fund	(32,295)	(64,591)	(387,543)	17%	(322,952)
5110 Interest Income	434	776	150	517%	(626)
5250 Late Fees & Interest	-0-	-0-	1,500	0%	1,500
5260 Transfer Fee Income	-0-	600	1,500	40%	900
5290 Miscellaneous Income	-0-	875	1,350	65%	475
TOTAL REVENUE	54,719	110,820	655,917	17%	545,097
EXPENSES SCHEDULE ATTACHED					
Landscaping	8,721	19,608	103,148	19%	83,540
Utilities	4,944	9,982	56,200	18%	46,218
Pool & Tennis Expenses	5,322	10,784	77,667	14%	66,883
Repairs & Maintenance	14,719	28,858	170,493	17%	141,635
Administrative Expenses	21,159	41,997	248,408	17%	206,411
8150 Depreciation	760	1,521	9,124	17%	7,603
6001 Property Tax	-0-	-0-	-0-	0%	-0-
8151 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
8152 Provision for Franchise Tax	-0-	-0-	874	0%	874
TOTAL EXPENSES	55,625	112,750	665,914	17%	553,164
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ (906)	\$ (1,930)	\$ (9,997)		\$ (8,067)

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY

Lake Forest Glen Homeowners Association Board Meeting *AGENDA* Saturday, April 17, 2021

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION
 STATEMENT OF REPLACEMENT FUND REVENUE & EXPENSES
 For the Month Ended February 28, 2021
 And Year-to-date Period January 1, 2020 to February 28, 2021

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REVENUE					
5100 Replacement Allocation	\$ 32,295	\$ 64,591	\$ 387,543	17%	\$ 322,952
3115 Investment Interest	-0-	-0-	-0-	0%	-0-
TOTAL REVENUE	32,295	64,591	387,543	17%	322,952
EXPENSES					
9140 Site BMP Requirements/Landscape	-0-	39,035	147,900	26%	108,865
9151 Bldg Brick & Cement	-0-	-0-	5,100	0%	5,100
9152 Bldg Siding/Trim/Fascia/Painting	5,842	5,842	161,670	4%	155,828
9153 Buildings/Storage/Lockers	-0-	-0-	3,060	0%	3,060
9160 Roofs - All	-0-	-0-	-0-	0%	-0-
9170 Asphalt Crack Fill	-0-	-0-	9,690	0%	9,690
9171 Asphalt Resurfacing	-0-	-0-	-0-	0%	-0-
9173 Asphalt Sealing Striping	-0-	-0-	-0-	0%	-0-
9174 Foot Paths	-0-	-0-	-0-	0%	-0-
9180 Pools/Replastering/Tile	-0-	-0-	-0-	0%	-0-
9181 Pools/Decking/Fences/Gates	-0-	-0-	-0-	0%	-0-
9182 Pools/Equipment & Mechanical	-0-	-0-	6,120	0%	6,120
9183 Pool Replacement/Kids/Adults	-0-	-0-	-0-	0%	-0-
9184 Pools-Furniture	-0-	-0-	-0-	0%	-0-
9185 Playground Equipment	-0-	-0-	-0-	0%	-0-
9190 Tennis/Paint Stripe	-0-	-0-	-0-	0%	-0-
9191 Tennis Equipment	-0-	-0-	-0-	0%	-0-
9192 Tennis #1 and #2 Resurface	-0-	-0-	-0-	0%	-0-
9193 Tennis #3 and #4 Resurface	-0-	-0-	-0-	0%	-0-
9200 Office Equipment	-0-	-0-	-0-	0%	-0-
9201 Computer	-0-	-0-	-0-	0%	-0-
9202 Office Furniture	-0-	-0-	-0-	0%	-0-
9210 1/2 Ton Truck	-0-	-0-	40,800	0%	40,800
9211 3/4 Ton Truck	-0-	-0-	-0-	0%	-0-
9212 Snow Removal Equipment	-0-	-0-	-0-	0%	-0-
9220 Perimeter Fence	-0-	-0-	510	0%	510
9221 Privacy Fences	-0-	-0-	-0-	0%	-0-
9300 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
9301 Provision for Franchise Tax	-0-	-0-	72	0%	72
TOTAL EXPENSES	5,842	44,877	374,922	12%	330,045
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ 26,453	\$ 19,714	\$ 12,621		\$ (7,093)

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY

Lake Forest Glen Homeowners Association Board Meeting *AGENDA* Saturday, April 17, 2021

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES
 For the Month Ended February 28, 2021
 And Year-to-date Period January 1, 2020 to February 28, 2021
 See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
LANDSCAPING EXPENSES					
7000 Salaries - Foreman	\$ 2,644	\$ 5,531	\$ 33,374	17%	\$ 27,843
7010 Salaries - Seasonal	4,804	9,331	46,130	20%	36,799
7020 Employer Costs	1,273	2,596	12,045	22%	9,449
7030 Plants	-0-	-0-	-0-	0%	-0-
7031 Irrigation	-0-	-0-	1,000	0%	1,000
7032 Fertilizers	-0-	-0-	1,099	0%	1,099
7033 Hardscape	-0-	-0-	700	0%	700
7035 Equipment	-0-	-0-	150	0%	150
7036 Equipment Maintenance	-0-	-0-	100	0%	100
7040 Pest Control	-0-	2,150	8,000	27%	5,850
7050 Other/Uniforms & Safety	-0-	-0-	550	0%	550
TOTAL LANDSCAPING	8,721	19,608	103,148	19%	83,540
UTILITIES EXPENSES					
7111 Electricity	866	1,729	9,400	18%	7,671
7121 Gas	28	59	300	20%	241
7131 Sewer	187	374	500	75%	126
7151 Garbage	3,863	7,820	46,000	17%	38,180
TOTAL UTILITIES	4,944	9,982	56,200	18%	46,218
POOL & TENNIS EXPENSES					
7200 Salaries - Foreman	1,762	3,688	22,249	17%	18,561
7210 Salaries - After Hours Personnel	540	1,140	16,281	7%	15,141
7220 Employer Costs	605	1,245	5,837	21%	4,592
7230 Repairs & Maintenance Equipment	-0-	90	1,200	8%	1,110
7231 Repairs & Maintenance Tennis Courts	-0-	-0-	100	0%	100
7232 Fences & Gates	-0-	-0-	300	0%	300
7233 Decking & Tile	-0-	-0-	100	0%	100
7240 Supplies/Chemicals	-0-	-0-	6,750	0%	6,750
7241 Supplies/Restrooms	-0-	-0-	750	0%	750
7242 Supplies/Uniforms & Training	-0-	-0-	-0-	0%	-0-
7250 Utilities	2,415	4,621	21,500	21%	16,879
7260 Other/Permits	-0-	-0-	2,600	0%	2,600
TOTAL POOL & TENNIS	\$ 5,322	\$ 10,784	\$ 77,667	14%	\$ 66,883

SUBSTANTIALLY ALL DISCLOSURES
 HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY
 FOR DISCUSSION PURPOSES ONLY

Lake Forest Glen Homeowners Association Board Meeting *AGENDA* Saturday, April 17, 2021

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES EXPENSES

For the Month Ended February 28, 2021
And Year-to-date Period January 1, 2020 to February 28, 2021
See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REPAIRS & MAINTENANCE EXPENSES					
7300 Salaries - Foreman	\$ 2,203	\$ 4,610	\$ 27,811	17%	\$ 23,201
7310 Salaries - Seasonal	4,688	8,541	46,130	19%	37,589
7320 Employers Costs	509	1,704	11,202	15%	9,498
7330 Painting Labor/Material	-0-	-0-	400	0%	400
7340 Road Maintenance	-0-	-0-	500	0%	500
7350 Roof Maintenance	-0-	-0-	200	0%	200
7360 Plumbing - Water	-0-	-0-	300	0%	300
7361 Fire Box Inspection	-0-	-0-	-0-	0%	-0-
7370 Building Maintenance	543	543	4,650	12%	4,107
7371 Entries/Porches	-0-	-0-	-0-	0%	-0-
7372 Storage/Utility Sheds	-0-	-0-	-0-	0%	-0-
7373 Maintenance Shed & Fence	-0-	-0-	-0-	0%	-0-
7374 Privacy Fences	-0-	-0-	1,250	0%	1,250
7375 Perimeter Fence	-0-	-0-	1,250	0%	1,250
7376 Fire Extinguishers	-0-	-0-	1,300	0%	1,300
7380 Electrical	-0-	-0-	3,000	0%	3,000
7390 Contract Sewer	-0-	250	3,000	8%	2,750
7400 Snow Removal Contract	5,280	10,480	50,000	21%	39,520
7401 Snow Removal/In House	-0-	-0-	2,000	0%	2,000
7402 Snow Removal/Supplies	206	206	2,000	10%	1,794
7410 Truck Operation/Gasoline	820	1,566	8,000	20%	6,434
7411 Truck Operation/Supplies	-0-	-0-	500	0%	500
7412 Truck Operation/Repairs	347	771	3,500	22%	2,729
7420 Supplies/General	101	101	2,000	5%	1,899
7421 Tools & Equipment	22	86	500	17%	414
7430 Other/Uniforms	-0-	-0-	1,000	0%	1,000
TOTAL REPAIRS & MAINTENANCE	14,719	28,858	170,493	17%	141,635
ADMINISTRATIVE EXPENSES					
8000 Salaries Manager	2,203	4,610	27,811	17%	23,201
8001 Salaries Secretary	3,265	7,017	40,860	17%	33,843
8010 Employee Benefits	3,555	5,593	34,545	16%	28,952
8011 Employer Costs	929	2,038	9,892	21%	7,854
8020 Security Patrol	557	1,022	6,000	17%	4,978
8030 Accounting Fees	1,983	4,047	24,000	17%	19,953
8040 Audit Fees	-0-	-0-	4,000	0%	4,000
8050 Legal Fees	280	280	2,500	11%	2,220
8060 Insurance	7,317	14,633	79,000	19%	64,367
8070 Copying & Postage	224	420	3,000	14%	2,580
8080 Supplies	56	56	3,000	2%	2,944
8090 Telephone	153	793	6,800	12%	6,007
8100 Travel Expense	-0-	-0-	5,000	0%	5,000
8110 Training	-0-	-0-	-0-	0%	-0-
8120 Other/Computer	637	1,488	2,000	74%	512
Bad Debt Expenses	-0-	-0-	-0-	0%	-0-
TOTAL ADMINISTRATIVE	\$ 21,159	\$ 41,997	\$ 248,408	17%	\$ 206,411

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY

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